

SERVICES AND ACTIVITIES
OF THE
DIVISION OF PUBLIC LIBRARIES
MASSACHUSETTS DEPARTMENT OF EDUCATION

JANUARY 1, 1944 - DECEMBER 31, 1944



200 Newbury St., Boston

Printed for distribution
by the
Massachusetts Library Aid Association, Inc.

To Trustees, Librarians, and Friends
of Libraries:

The Board of Free Public Library Commissioners continues to seek the interest and strong support of all friends of libraries. It regrets that since state departments have issued no regular annual reports since 1940, it has been impossible to keep trustees and librarians sufficiently informed of the activities and needs of the Division of Public Libraries. It is, therefore, particularly grateful to the Massachusetts Library Aid Association, Inc., for its cooperation in making the printing of the following summary of the work of the Division possible. The Massachusetts Library Aid Association, Inc., is a Friends of Libraries group. It was incorporated in 1918 to aid small libraries in the state in cooperation with the Division of Public Libraries.

FIELD SERVICES

Visits. 165 visits were made to: public libraries, school libraries, libraries in state and county institutions, camp libraries, and to the Division's three regional offices. Advisory visits are one of the most important of the Division's activities. They keep libraries in touch with the Division, and frequently initial visits disclose the need of follow-up work, the need of surveys and of the complete reorganization of libraries. In general, they cover conferences to discuss problems of library administration and techniques, involving in particular advice on: budgets, classification and pay plans, new buildings and alterations to old, extension work, community contacts and activities, book purchasing, charging systems, revision of catalogs, re-arrangement of book stocks, discarding of books, etc., as well as professional instruction to untrained librarians. (The number of visits given here does not include the regularly routed visits of the Division's regional librarians by bookmobiles to 85 towns in 3 regions of the state.)

Conferences with Trustees. 20 conferences were held with full library boards.

Surveys. 7 library surveys were requested and completed. Library standards used in making the surveys were based on standards recommended in the A.L.A. publication, "Post-War Standards for Public Libraries." In all cases recommendations incorporated in the surveys are being adopted and carried out.

MEETINGS, INSTITUTES, COMMITTEES

Meetings. 53 meetings of library, civic, and educational groups were attended.

Institute on Library Extension — University of Chicago. Mrs. Edward P. Furber, Secretary, Board of Free Public Library Commissioners, and Miss Yerxa, General Secretary of the Division, attended the Library Extension Institute August 21-26 at the University of Chicago. Enrollment at the Institute was largely made up of library commission staffs and county and regional librarians. The Institute was very important for the Division since the topics under discussion covered the following: federal aid for libraries and education; the state library agency; forms of state aid to libraries; the pattern of local government and its relation to library organization; the size of the library unit; types of larger units of service for libraries, with examples from other fields; and such specific topics as library cooperation; contracts for library service, and bookmobiles.

Adult Civic Education. 7 regional meetings of librarians of public libraries and teachers of adult civic education were held in

the state by the Division of Public Libraries and the Adult Civic Education Program of the Division of University Extension. In addition, several local meetings were held on Cape Cod. The purpose of the meetings was to develop strong programs between public libraries and evening classes in civic education.

Committee Work. Miss Jones served on the following: Executive Committee, Massachusetts Library Association, as Chairman, Personal Aid Committee; Secretary-Treasurer, Massachusetts Library Aid Association; Associate in Library Organization and Administration, Simmons College.

Miss Yerxa served on the following: Education Committee, Massachusetts Library Association; Chairman, Delegates to American Library Association, Massachusetts Library Association; President, State Agency Section, American Library Association; Committee on Work Relief Projects, American Library Association; representative to the National Library Association; Chairman, Committee on Aid to Small Libraries, Massachusetts Library Aid Association; Chairman, Library Committee, Massachusetts Child Council; Board of Directors, Massachusetts Tuberculosis League; Education Committee, Pan American Society.

ADDRESSES, RADIO BROADCASTS; PROGRAMS ARRANGED

12 talks were given, 7 of which were in conjunction with the Division's kodachrome regional library films.

1 radio broadcast on the Division's bookmobile service to rural children was presented on an American Legion Auxiliary program.

6 groups organizing programs were assisted with recommendations for speakers.

Library participation in the Adult Education Conference of the Department of Education was arranged.

OFFICE SERVICES AND INFORMATION FILES

New Headquarters. During the week of July 5, the office of the Division of Public Libraries was moved from the State House to the Education Building, 200 Newbury Street, Boston. The new quarters are a great improvement over the old in every respect. The auditorium of the Education Building was converted into an attractive library with reading room space, adequate working arrangements and office quarters, and the Division is located once again with the Department of Education so that coordinated work with other Divisions is possible.

The Centralized Library. During the fall months, work was begun on organizing the Division as the centralized library for the Department of Education. Many of the books scattered throughout the Department have already been added to the Division's library and have been centrally cataloged; others are in process. The education collection has been greatly added to and reference service to Department staff members established. All of this important work has been done by a trained librarian paid through the Governor's emergency fund. In its 1945-46 budget, the Division asked for an appropriation to carry the work permanently.

Office Information. With a small staff it is absolutely impossible to maintain complete records of all office visits, telephone calls, and mail communications received from people seeking information at the Division's office where much valuable data is available. The items below indicate the volume and scope of the work.

Statistics — Public Libraries. Again this year statistical data for libraries of the state were compiled from information received from the statistical blanks sent to all public libraries. In addition, this year a tremendous amount of work has been accomplished in breaking statistics down in various ways so that they provide an analysis of library conditions in the state. Much of this was done in preparation for the coming of the out-of-state surveyors.

Statistics — Comparative Tables. 21 comparative statistical tables were compiled at the request of librarians and trustees. These covered such factors as valuation, tax rate, per capita appropriation, per capita income, per capita circulation, expenditures for salaries, for books and for maintenance, classification and number of staff, hours open, etc. These comparative statistical tables which give recommended standards and analyze the actual conditions of a given library in relation to those of libraries in comparable towns and cities are important in raising the library standards of the Commonwealth, for they provide ammunition for librarians and trustees presenting library needs to town and city officials.

Statistics — School Libraries. During the summer, the Division compiled statistics on junior and senior high school libraries from questionnaires sent out by the Division and the office of the Supervisor of Secondary Education. A committee of the Massachusetts group of the New England School Library Association compiled statistics of elementary school libraries from a questionnaire sent out by the Division. In addition, at the request of the Division, the Library Division of the U. S. Office of Education prepared detailed statistical tables which indicate the status of Massachusetts high school libraries in relation to those of other states. As a result, the Division has complete statistics on the school library situation in Massachusetts.

Library Building Plans. Files of blueprints and photographs of public library buildings have been maintained during the year.

Post-War Library Plans. Data on the post-war planning of libraries has been compiled from the Division's 1943 statistical blank, from responses which came from requests for such information in News Letters of the Division, and from information acquired through library visits. The central file of post-war plans has proved its usefulness and is being consulted by librarians of the state; it has assisted the Division's staff in keeping abreast of library developments and helped it in outlining post-war plans for many libraries.

For about thirty-five years, members of the firm of Coolidge & Carlson have served as advisory architects for the Division, giving their time generously in the interests of Massachusetts libraries. After the death of Mr. J. Randolph Coolidge, Mr. Harry J. Carlson continued the firm's great contribution. Mr. Carlson has worked with the Division during the past year, and at its request has advised many trustees and librarians in post-war planning, even to the extent of drawing up preliminary sketches and blueprints free of cost.

Classification and Pay Plans. The file of classification and pay plans established several years ago has been greatly augmented, and its use increased. The plans have not only been consulted by librarians and trustees through office consultations, but increasingly they are being mailed to requesting libraries. There has been a decided impetus in the development of such plans by local libraries endeavoring to build up highly qualified and adequately compensated staffs.

Registration of Librarians. For years the Division has served as a central registration bureau for graduates of out-of-state library schools as well as for librarians both in Massachusetts and out of the Commonwealth who desire to change positions.

Calls have increased for names of library assistants to fill the increasing number of vacancies in libraries throughout the state. The supply cannot meet the demand and the Division has been unable to furnish names of candidates although trustees are raising salaries to meet the situation. The Division is in close touch with Simmons College Library School and the Placement Bureau of the Special Libraries Association, and all have cooperated in an endeavor to meet the situation. Only eleven vacancies have been filled from names submitted from the Division's file, the lowest number in history. In spite of the great amount of work done in contacting other placement agencies, many positions were still unfilled at the close of the year because of the acute personnel situation.

Gifts to Small Libraries. The significant booklists of the Council of Books in Wartime have been purchased for small libraries again this year. All small libraries were supplied with copies of the A.L.A. "Standards and Planning for Public Libraries."

News Letters. Two News Letters were edited and mimeographed during the past year, and distributed widely to librarians and trustees within the Commonwealth and to state extension agencies without. In addition, the Division presented material each month in the "Massachusetts Educational News," the official bulletin of the Department of Education.

Releases. 54 releases were mimeographed and distributed to libraries. The releases included form letters, News Letters, bibliographies, and general announcements important to the profession.

Public Relations. The Division kept in touch with many government, civic, and educational agencies, and frequently distributed their materials and notices to libraries of the state. These agencies included: The Pan American Society, the Governor's Committee for Racial and Religious Understanding, the National Conference of Christians and Jews, the Massachusetts Council of American-Soviet Friendship, the Recreation Committee of the Massachusetts Committee on Public Safety, the Library Committee of the Massachusetts Home Economics Association, the Massachusetts Child Council, the Massachusetts Tuberculosis League, the Massachusetts Library Association, the U. S. Department of Justice, the U. S. Office of Education, the U. S. Department of State, the U. S. Department of Agriculture Forest Service, the American Library Association, and Divisions of the Department of Education.

In addition, the Division kept the officers of the State Parent-Teacher Association and the officers of the Massachusetts State Federation of Women's Clubs aware of the activities and needs of the Division.

Bibliographies. Bibliographies, special and general, have appeared in the Division's New Letters, and in addition, important bibliographies have been mimeographed and distributed separately.

Exhibits. An extensive exhibit was arranged for the Adult Education Conference of the Department of Education, and a smaller exhibit for the Open House of Simmons College Library School.

'Books Across the Sea.' During the past year the Division became the book depository for the Circle in Boston of 'Books Across the Sea.' Miss Edith Guerrier, formerly Supervisor of Branches, Boston Public Library, contributed her professional services and cataloged the books and arranged the special exhibit collections which will be lent to libraries of the state.

LENDING LIBRARY SERVICE

(Central Office)

At the central office, the lending collection comprises adult non-fiction, juvenile books on the Division's State Certificate Reading List, and foreign books in 32 languages. In addition, two special collections are emphasized: the professional collection covering all phases of library administration and library methods, and the education collection dealing with educational philosophies and practices. The statistics below show the number of books and other materials borrowed by libraries of the state by mail from the Division's central library:

<u>Books</u>	<u>Visual Aids</u>
10,266 adult non-fiction	609 mounted pictures
4,464 juvenile books	82 posters
7,305 foreign books	
157 pamphlets	
22,192 Total	

INTERLIBRARY LOANS

845 books were borrowed for requesting libraries. As the interlibrary loan agency for the state, the Division located special books not available in its own collection. In so doing, it called on many public libraries, special libraries, and university and college libraries in the metropolitan area which cooperate with it in the state's interlibrary loan system functioning to make needed books available to any borrower in the state. These libraries not only lent many books, but contributed a great deal of staff time to looking up requests, wrapping books and shipping or mailing them. Special appreciation is extended to the following: Boston College Library, Boston Medical Library, Congregational Library, Massachusetts Department of Public Health Library, Massachusetts Institute of Technology Library, Massachusetts State Library, and the public libraries of Boston, Brookline, Cambridge, Newton, Somerville, Watertown, Wellesley and Winchester.

REGIONAL LIBRARY SERVICE

Through regional offices operated by the Division in the Fall River, Greenfield, and Pittsfield public libraries, 85 small towns in three regions of the state have had the services of trained librarians and the use of large, fluid book stocks taken directly by bookmobiles to libraries, schools, outlying deposit stations and individuals.

Attention is called to the fact that the trustees and librarians of the above mentioned libraries have cooperated with the Division in making regional library service possible by providing office quarters free of cost.

The figures given below are somewhat misleading because of the fact that circulation of books and other materials is counted but once regardless of the number of times a given book may circulate while on deposit in libraries, schools, and outlying deposit stations. Also, during the last year, one of the three bookmobiles was in operation only 6 months of the year since one regional librarian joined the WAVES, and for some months it was impossible to fill the vacant position with a trained librarian well equipped to do extension work.

The following materials were lent:

<u>Books</u>	<u>Visual Aids</u>
54,774 adult books	6,830 mounted pictures
44,737 juvenile books	216 posters
543 foreign books	28 museum exhibits
258 pamphlets	
74 periodicals	
<hr/> 100,386 Total	

The close of 1944 marked the completion of four full years of state regional library service in three regions of the state. The service has taken root and proved its worth. First, because a definite need has been met by regional librarians of high calibre working with excellent book stocks in concentrated areas. Second, because the pitfalls of over-expansion with small staffs have been avoided by limiting the types of library service offered and the extent of territories covered.

However, expansion must come. New services must be provided. As soon as the gasoline situation improves, present regions must be enlarged to include towns which are now requesting bookmobile service. New regions must be developed. All of this means enlarged staffs.

STATE CERTIFICATE READING

22,220 five-book certificates and 2,777 honor certificates were awarded through libraries and schools. The 1943 supplement to the State Certificate Reading List, interfiled with a reprinting of the 1942 supplement, has been printed and distributed to libraries of the state, to state teachers colleges, and to schools. Both supplements were compiled by the Round Table of Children's Librarians of the Massachusetts Library Association. At the present time, the Division does not have a Consultant in li-

brary work with children and young people on its staff, so that the cooperation of the Round Table was an important contribution to the work of the Division. It is exceedingly necessary to have supplements issued each year since the State Certificate Reading List is used as a basic reading list by a large number of libraries and schools and is in tremendous demand.

LIBRARY COURSES

University Extension Course. The Division of Public Libraries, in cooperation with the Division of University Extension, arranged a course in reference. The course began October 25, was of college grade, and consisted of sixteen lectures of two semester hours each. Enrollment totalled 26. The instructor was Miss Ruth E. Hennig, Librarian, Girls High School, Boston, formerly Assistant Supervisor and Instructor of Library Methods at the State Agricultural College, Manhattan, Kansas, and State Teachers College, Moorhead, Minnesota.

Institutes. It was with regret that the Division decided to hold no summer Institute for Librarians of Small Libraries, particularly since none had been possible since 1938. However, wartime transportation difficulties continued to be an obstacle, and, in addition, the Division's staff was involved in preparing data for its Survey. The Division's Institutes afford untrained librarians an opportunity for instruction in the principles of library science, and so they are exceedingly important. Plans have been formulated for a series of small Institutes to be held in various regions of the state during the summer of 1945.

STATE-WIDE PLANNING

The Survey. In May, the Board of Free Public Library Commissioners, at the suggestion of the executive staff of the Division of Public Libraries, invited Miss H. Marjorie Beal, Secretary and Director, North Carolina Library Commission, Miss Ethel M. Fair, Director, Library School, New Jersey College for Women, Miss Julia Wright Merrill, Chief, Department of Information and Advisory Services, American Library Association, and Dr. Frank L. Tolman, Director, Division of Adult Education and Library Extension, New York State Education Department, to come to Massachusetts to survey the work of the Division, and particularly its regional library organization. All accepted the invitation, although unfortunately important work in his own state finally prevented Dr. Tolman from being a member of the group. The surveyors spent ten days in Massachusetts. They inspected two of the Division's three regional offices and the actual work going on by bookmobile in these regions. They visited strong and

weak libraries and had the opportunity of consulting with many librarians of the state and with officials of the Massachusetts Library Association. Their findings were incorporated in a report to the Board of Free Public Library Commissioners which was presented to the Board and the Commissioner of Education, and also to the Executive Committee and Planning Committee of the Massachusetts Library Association. The Survey was printed for distribution by the Division of Public Libraries and distributed to all public libraries, to all public library trustees, to state teachers colleges, to high school libraries, to selected college and university libraries, and to all state extension agencies. Many library schools and college and university libraries throughout the country have requested copies of the Survey.

Planning Committee — Massachusetts Library Association. Following the Survey, the Board of Free Public Library Commissioners requested the Massachusetts Library Association to establish a special committee to work with it and with the staff of the Division of Public Libraries. The Association did so, and the Planning Committee has already met several times. The Survey, "The Regional Library Experiment in Massachusetts in Relation to the Library Situation in the State" provides an effective instrument on which to base future plans for that coordination and unification of library service in the state which is so badly needed.

Massachusetts Library Aid Association, Inc. Once again this year, as it has for many years, this incorporated Association has worked closely with the Division of Public Libraries in aiding small libraries of the state. The Association held one meeting at which representatives of the Board of Free Public Library Commissioners and the Executive Staff of the Division of Public Libraries had the opportunity of discussing the Survey and its implications, and of presenting the work of the Division of Public Libraries as well as its most crying needs. The Association supported the Commissioners at the Legislative hearing on the Division's budget. It contributed its annual \$100 worth of children's books to the Division, and through the Division aided several small libraries by gifts of furniture and library shelving.

BUDGET

July 1, 1944-June 30, 1945

Salaries	*\$17,720.00
All Other Items	11,000.00
	<hr/>
	\$28,720.00

*Plus \$4,345 from the Governor's Emergency Fund.

BUDGET REQUESTED OF LEGISLATURE

July 1, 1945-June 30, 1946

Salaries	\$26,944.50
All Other Items	17,170.00
	<hr/>
	\$44,114.50

The increase asked for in the salary item for 1945-46 is to cover the following:

Reference Librarian
Consultant in Work with Children
and Young People
Three Clerk-Chauffeurs
Office Boy

BOARD OF FREE PUBLIC LIBRARY COMMISSIONERS

Dr. Stacy B. Southworth, Chairman	Braintree
Monsignor John A. Butler	Cambridge
Mrs. Edward P. Furber	Watertown
Captain Mildred H. McAfee, U.S.N.R.	Wellesley
Richard J. Sullivan, Corp., A.U.S.	Lawrence

DIVISION OF PUBLIC LIBRARIES—STAFF

E. Louise Jones, Library Adviser
Catharine M. Yerxa, General Secretary
*Muriel A. Ballard, In charge, Lending Library and Inter-
Library Loans
May N. Dawson, Secretary
Mary F. Graeme, Assistant, Lending Library
Elizabeth Ball, Regional Librarian located in Pittsfield
Helen L. Morey, Regional Librarian located in Fall River
Mary Stewart, Regional Librarian located in Greenfield

The following assistants have worked full time but on a temporary basis. The 1945 Legislature has been requested to make the positions they hold permanent.

Mrs. Edwin E. Williams, Reference Librarian, Central Office
James E. Flood, Clerk-Chauffeur, Regional Office, Greenfield
Fred T. McClatchey, Clerk-Chauffeur, Regional Office,
Pittsfield
Frederick H. Simmons, Clerk-Chauffeur, Regional Office,
Fall River

*Resigned March 31, 1945. Position to be filled by Miss Marie T. Sullivan, June, 1945